



REQUEST FOR QUOTATION (RFQ) (Goods)

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| NAME & ADDRESS OF FIRM | DATE: November 18, 2019 |
| | REFERENCE: 2019/ PROC/UNDP-MMR/149 |

Dear Sir / Madam:

We kindly request you to submit your quotation for **Electric Outboard Motors**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before December 2, 2019 and (Myanmar Time) ☒ e-mail, ☒ courier mail or ☐ facsimile to the address below:

United Nations Development Programme-Myanmar
#6, Natmauk, Tamwe Township, Yangon
Ms. Payal Suri, Programme Support Team Leader
Bids.mm@undp.org

Quotations submitted by email must be limited to a maximum of *[indicate size]* MB, virus-free and no more than *[indicate number]* email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s: *[check the condition that applies to this RFQ, delete the entire row if condition is not applicable to the goods being procured]*

| | | |
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| Delivery Terms [INCOTERMS 2010] (Pls. link this to price schedule) | <input checked="" type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP <input type="checkbox"/> DAP <input type="checkbox"/> Other [pls. specify] | |
| Customs clearance, if needed, shall be done by: | <input type="checkbox"/> UNDP <input checked="" type="checkbox"/> Supplier/Offeror <input type="checkbox"/> Freight Forwarder | |
| Exact Address/es of Delivery Location/s (identify all, if multiple) | NA | |
| UNDP Preferred Freight Forwarder, if any | NA | |
| Distribution of shipping documents (if using freight forwarder) | NA | |
| Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP) | <input checked="" type="checkbox"/> 45 days from the issuance of the Purchase Order (PO) | |
| Delivery Schedule | <input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required | |
| Packing Requirements | | |
| Mode of Transport | <input type="checkbox"/> AIR <input checked="" type="checkbox"/> SEA | <input type="checkbox"/> LAND <input checked="" type="checkbox"/> OTHER [pls. specify] |
| Preferred Currency of Quotation | <input checked="" type="checkbox"/> United States Dollars | |
| Value Added Tax on Price Quotation ¹ | <input type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes | |
| After-sales services required | <input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of Click to type <input checked="" type="checkbox"/> Technical Support <input type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair <input type="checkbox"/> Others [pls. specify] | |
| Deadline for the Submission of Quotation | COB(17:00 Hrs), Monday, December 02, 2019 and, Myanmar Time | |
| All documentations, including catalogs, instructions and | <input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish | |

¹ This must be reconciled with the INCO Terms required by the RFQ. Furthermore, VAT exemption status varies from one country to another. Pls. tick whatever is applicable to the UNDP CO/BU requiring the goods.

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| operating manuals, shall be in this language | <input type="checkbox"/> Others <i>[pls. specify, including dialects, if needed]</i> |
| Documents to be submitted ² | <input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input type="checkbox"/> A statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users; <input checked="" type="checkbox"/> Confirmation that licenses of this nature have been obtained in the past and an expectation of obtaining all the necessary licenses should the quotation be selected; <input checked="" type="checkbox"/> Quality Certificates (ISO, etc.); <input checked="" type="checkbox"/> Latest Business Registration Certificate ; <input type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input checked="" type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer); <input type="checkbox"/> Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied ; <input checked="" type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods". <input checked="" type="checkbox"/> Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier); <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List; <input type="checkbox"/> Others <i>[pls. specify as many as required]</i> |
| Period of Validity of Quotes starting the Submission Date | <input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" type="checkbox"/> 120 days |
| Partial Quotes | <input checked="" type="checkbox"/> Not permitted |
| Payment Terms | <input checked="" type="checkbox"/> 100% upon complete delivery of goods <input type="checkbox"/> Others <i>[pls. specify]</i> |
| Liquidated Damages | <input type="checkbox"/> Will not be imposed <input type="checkbox"/> Will be imposed under the following conditions : Percentage of contract price per day of delay : _____ Max. no. of days of delay : _____ After which UNDP may terminate the contract. |

² First 2 items in this list are mandatory for the supply of imported goods

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| Evaluation Criteria | <input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <i>[this is a mandatory criteria and cannot be deleted regardless of the nature of services required]</i> <input checked="" type="checkbox"/> Earliest Delivery / Shortest Lead Time |
| UNDP will award to: | <input checked="" type="checkbox"/> One and only one supplier <input type="checkbox"/> One or more Supplier, depending on the following factors: <i>[Clarify fully how and why will this be achieved. <u>Please do not choose this option without indicating the parameters for awarding to multiple Suppliers</u>]</i> |
| Type of Contract to be Signed | <input checked="" type="checkbox"/> Purchase Order |
| Contract General Terms and Conditions | <input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html |
| Special conditions of Contract | <input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by <i>[indicate number of days]</i> <input type="checkbox"/> Others <i>[pls. specify]</i> |
| Conditions for Release of Payment | Passing Inspection <i>[specify method, if possible]</i> Complete Installation <input type="checkbox"/> Passing all Testing <i>[specify standard, if possible]</i> <input type="checkbox"/> Completion of Training on Operation and Maintenance <i>[specify no. of trainees, and location of training, if possible]</i> <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements <input type="checkbox"/> Others <i>[pls. specify]</i> |
| Annexes to this RFQ | <input checked="" type="checkbox"/> Specifications of the Goods Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input type="checkbox"/> General Terms and Conditions / Special Conditions: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html <input type="checkbox"/> Others <i>[pls. specify, if any]</i> Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process. |

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| Contact Person for Inquiries (Written inquiries only) ³ | <p><i>Kyaw Win Htun</i> <i>Procurement Associate</i> <i>kyaw.win.htun@undp.org</i></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p> |
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Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UNDP's own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP indicated above - <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement

³ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Vendor to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your quotation.

Sincerely yours,



Payal Suri

Programme Support Team Leader

November 18, 2019

Technical Specifications

| Items to be Supplied* | Quantity | Description / Specifications of Goods | Latest Delivery Date |
|--|----------|--|----------------------|
| Electric Power Outboard Motor for board | 1 | <ul style="list-style-type: none"> At least 12 kW peak output, 10 kW continuous output (or propulsion comparable to a 20 HP combustion engine) Tilting device for ease of operation Very robust and low-maintenance design including completely waterproof Range at full throttle of at least 14 NM (26.5 km) Standard propeller Total weight should not exceed 65 kg Suitable for the boat with a weight of up to 2 – 3 metric tons Must be able to be installed on a locally produced wooden long-boat (see attached for example images) | |
| High-performance lithium battery | 1 | Sufficient battery capacity for continuous running of between 3-5 hours | |
| Recharge device | 1 | <ul style="list-style-type: none"> Sufficient charging capabilities to allow full recharges in under 2 hours Solar charging device preferred | |

**Pls. attach delivery schedule, if relevant, and cluster by lot, if partial bids will be allowed. Specify delivery locations if goods multiple destinations.*

[Enter name of authorized staff]

[Designation]

[Click here to enter a date]

Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁴

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁵)

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. _____:

TABLE 1 : Offer to Supply Goods Compliant with Technical Specifications and Requirements

| Item No. | Description/Specification of Goods | Quantity | Latest Delivery Date | Unit Price | Total Price per Item |
|----------|--|----------|----------------------|------------|----------------------|
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| | Total Prices of Goods⁶ | | | | |
| | Add : Cost of Transportation | | | | |
| | Add : Cost of Insurance | | | | |
| | Add : Other Charges (pls. specify) | | | | |
| | Total Final and All-Inclusive Price Quotation | | | | |

TABLE 2 : Estimated Operating Costs (if applicable)

| List of Consumable Item/s (Include fast moving parts, if any) | Estimated Average Consumption | Unit of Measure | Unit Price | Total Price per Item |
|--|-------------------------------|-----------------|------------|----------------------|
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⁴ This serves as a guide to the Supplier in preparing the quotation and price schedule.

⁵ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

⁶ Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

TABLE 3 : Offer to Comply with Other Conditions and Related Requirements

| Other Information pertaining to our Quotation are as follows : | Your Responses | | |
|--|----------------------------|-----------------------------|---|
| | <i>Yes, we will comply</i> | <i>No, we cannot comply</i> | <i>If you cannot comply, pls. indicate counter proposal</i> |
| Delivery Lead Time | | | |
| Estimated weight/volume/dimension of the Consignment: | | | |
| Country/ies Of Origin ⁷ : | | | |
| Warranty and After-Sales Requirements | | | |
| a) Training on Operations and Maintenance | | | |
| b) Minimum one (1) year warranty on both parts and labor | | | |
| c) Service Unit to be Provided when the Purchased Unit is Under Repair | | | |
| d) Brand new replacement if Purchased Unit is beyond repair | | | |
| e) Others | | | |
| Validity of Quotation | | | |
| All Provisions of the UNDP General Terms and Conditions | | | |
| Other requirements <i>[pls. specify]</i> | | | |

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

[Name and Signature of the Supplier's Authorized Person]
[Designation]
[Date]

⁷ If the country of origin requires Export License for the goods being procured, or other relevant documents that the country of destination may require, the supplier must submit them to UNDP if awarded the PO/contract.

Annex-3

